

31 December 1998

Cadet Programs
CADET PROGRAM MANAGEMENT

This regulation provides guidance and procedures for those who conduct the Civil Air Patrol (CAP) cadet program. Supplements are not authorized, except as specifically noted, or when approved by HQ CAP/CP.

The use of action words found in this regulation (may, should and will) are to be interpreted in the following manner: May – suggested; Should – strongly recommended; Will – required.

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PHASE-IN PERIOD (CAPM 50-16 is changed to CAPR 52-16):

Effective with the release of this regulation, the following phase-in periods take effect:

1. The phase-in period for CAPR 52-16 will begin the first day of the month after the regulation hits the streets.
2. Any cadet who is a member after the beginning of the phase-in period will follow the new achievement and grade plan found in CAPR 52-16.
3. Any cadet who is a member before the beginning of the phase-in period has the option to stay in the achievement and grade plan found in CAPM 50-16 until they reach the end of their current Phase under CAPM 50-16, or they may opt to follow the achievements and grade plan found in CAPR 52-16 immediately.
4. Discretionary grades for cadets choosing to stay with CAPM 50-16 will be eliminated after 31 December 1999.
5. The CAPM 50-16 plan will be completely eliminated after 31 December 2000.
6. Once a cadet completes their current Phase under CAPM 50-16, they will automatically be placed under the new achievement and grade plan found in CAPR 52-16.
7. Once a cadet participates in the new achievement and grade plan found in CAPR 52-16, they will stay in the new plan.
8. After the beginning of the phase-in period, cadets completing the Mitchell Award under either plan will be promoted to the grade of cadet second lieutenant (C/2d Lt). Naturally, those cadets completing Achievement 8 in CAPM 50-16 will note that the grade of C/2d Lt has already been conferred, so there will be no new grade conferred.
9. After the beginning of the phase-in period, the cadet sergeant grade under CAPM 50-16 will immediately be known as the cadet senior airman (C/SrA) grade.

Supersedes CAPM 50-16, 1 March 1994.

OPR: CPC

Distribution: In accordance with CAPR 5-4; additional copies are purchase item only.

Chapter 1 OVERVIEW

1-1. General. The mission of the CAP Cadet Program is to provide the youth of our nation a quality program that enhances their leadership skills through an interest in aviation, and simultaneously provide services to the United States Air Force and the local community.

a. Commanders are responsible for conducting the cadet program in accordance with this regulation. Common sense and good judgment will be exercised in appointing qualified senior members to work with cadets.

b. The cadet program permits every cadet to

(1) participate in a variety of special activities and programs,

(2) develop the knowledge, skills, and attitudes necessary for understanding aerospace principles, and the total impact of air and space vehicles upon society,

(3) learn self-discipline through study of leadership practices and military training,

(4) understand and appreciate the moral issues of our time through discussion and debate and

(5) become and remain physically fit through a physical fitness program.

c. Through study and performance, cadets work through a series of achievements. As cadets progress, they may receive ribbons, certificates, and eligibility for nationally sponsored special activities, or eligibility to apply and compete for academic and flight scholarships.

d. An increase in grade is recognition that the individual is capable of accepting increased responsibility.

1-2. Cadet Organization and Staff.

a. The cadet staff is part of the organizational structure shown in CAPM 20-1, *Organization of Civil Air Patrol*. Although the squadron is the basic unit of CAP, it may be subdivided into flights and each flight may be subdivided into a maximum of four elements. An element leader commands each element and the flight has a flight commander, flight sergeant and a guide.

b. The cadet commander of the squadron has cadet officers on his or her staff and one first sergeant. Any cadet may fill a cadet staff position without regard to the cadet's grade. However, service as a Phase I or Phase II cadet in these positions will not be credited toward the staff officer requirements in Phases III and IV.

c. Any cadet may also be appointed to positions at group, wing, region and national levels with the appropriate commander's approval.

1-3. Program Elements. The cadet program consists of a series of achievements in four phases. Certain requirements will be accomplished before receiving credit for each achievement:

a. **Activities.** The nature of the activities a squadron undertakes is up to the local squadron. Each cadet will participate in squadron activities in order to complete each achievement. There are some important considerations to remember:

(1) Activities will be cadet oriented and capture the interest of the cadet membership. Cadets should participate in planning and leading the activity.

(2) Activities will be meaningful. There should be a goal to the activity with at least one objective measurement (a measure of success) that is tracked. These measurements enable the commander to make decisions that may improve the activity.

(3) Activities will be well planned. Units should establish an "Activities Committee" to assist in planning the activities program.

(4) All activities will emphasize safety.

(a) Refer to CAPR 62-1, *CAP Safety Responsibilities & Procedures*, for safety guidance.

(b) Refer to CAPR 62-2, *Mishap Reporting and Investigation*, and CAPR 35-2, *Notification Procedures In Case of Death, Injury, or Serious Illness*, for details on what to do if an accident has occurred.

b. **Physical Fitness.** Each cadet is expected to complete the appropriate conditioning program and maintain a physical fitness category as defined in CAPR 52-18, *Cadet Physical Fitness Test Manual*. Cadets will be enrolled in one of three fitness categories as defined in CAPR 52-18.

c. **Leadership.** The *Leadership: 2000 and Beyond* text establishes procedures for a successful leadership training program. The unit's testing officer ensures that the cadets are tested promptly when they are ready.

(1) A leadership test is required for most achievements. The Mitchell Award, the Earhart Award, and the Spaatz Award also have a comprehensive exam, which includes a leadership portion.

(2) The proper wear of the uniform is outlined in CAPM 39-1, *Civil Air Patrol Uniform Manual*. Cadets will wear the uniform properly as part of their leadership training.

(3) Achievement eight and achievement 16 include a speech and writing assignment. An excellent guide to help the cadet in completing this assignment is AFH 33-337, *The Tongue and Quill*. The latest edition can be downloaded or viewed from the national CAP web site at www.cap.af.mil/nhq/pubs/pubs.htm.

(4) Duty analyses are used in Phase III and Phase IV achievements and are defined in CAPP 52-14, *Staff Duty Analysis Guides*. For each achievement in these phases, the cadet becomes familiar with the respective staff positions. The cadet will perform the duties of one of the staff positions listed in each phase. Cadets in these positions learn from their senior member counterparts the duties of these staff positions as they work together.

d. **Aerospace Education.** *Aerospace: The Flight of Discovery* is the text used to conduct this portion of the program.

(1) Aerospace Education (AE) is a combined self-study and group-study program. Instructors should conduct classes and group sessions that support the cadet's self study.

(2) Each cadet in Phase I and Phase II should be assigned to an AE mentor who will assist and guide the cadet towards mastery of the materials. Senior members, cadet sponsor members, and Phase III or IV cadets should be identified and used to act as aerospace mentors. Mentors should take an active responsibility for the individual cadet's success (see CAPP 52-6, *Mentoring*). The unit may purchase the *Aerospace: The Flight of Discovery Instructor Guide* and *Student Study Guide* from the CAP Bookstore to assist the mentors in guiding the aerospace portion. Also, check the national CAP web site (www.cap.af.mil) for links to excellent AE guides.

(3) An aerospace test is required for many of the achievements. The Mitchell Award, the Earhart Award, and the Spaatz Award exams also include comprehensive aerospace portions.

e. Moral Leadership. Unit commanders are to provide a moral leadership program for cadets. Each squadron should have an approved chaplain or moral leadership officer (MLO) to coordinate the program. Commanders will work with the wing chaplain in getting qualified chaplains and MLOs appointed. For units without a chaplain or MLO, the commander may appoint a senior member to conduct moral leadership training.

(1) Although coordinated by available chaplain service personnel, this is not a religious meeting, but a moral leadership forum designed to allow cadets to examine their own moral standards and values in the framework of a guided discussion.

(2) Guidance for conducting the moral leadership program is found in CAPP 265-2, *Values for Living*. Copies of this pamphlet are available from the National Staff Chaplain, HQ CAP-USAF/HC. Field activities and videos may be used to facilitate moral leadership discussions. Civilian clergy and other community resource leaders may be invited to participate when accompanied by a CAP senior member.

(3) The moral leadership program should be conducted at least once a month. To advance as a cadet, participation in the program is required. Cadet discussion leaders and recorders should be given prior notice of their roles to allow them time to adequately prepare.

1-4. Policies and Restrictions.

a. Proper Supervision. Unit commanders will take all reasonable measures necessary to protect cadets from harm while under CAP supervision. Senior members will be present at all activities. CAP guidelines on the Cadet Protection Policy are found in CAPR 52-10, *Cadet Protection Policy*, and taught in CAPP 50-3, *CAP Cadet Protection Training Instructor's Guide and Student Materials*.

b. Firearms. There will be no firearms, air guns, paint guns, or any shooting device that could be used as a weapon at any cadet activity. The only exceptions to this policy are:

(1) **Deactivated Firearms.** Cadets may use facsimile or deactivated firearms only as part of an honor guard or color guard. A deactivated firearm is one that will prevent the insertion of ammunition or the firing of a

weapon. A facsimile is a copy that is not capable of firing ammunition.

(2) **Firearm Training.** CAP personnel may participate in firearm training only after the wing commander approves the request in writing, in advance, on a case-by-case basis, and only when it is:

(a) sponsored and supervised by qualified military rifle-range personnel on military installations or

(b) sponsored and supervised by qualified personnel of the National Rifle Association, National Skeet Shooting Association, or Amateur Trap Shooting Association.

(3) **CAPR 900-3.** The firearm policies noted in CAPR 900-3, *Firearms – Assistance to Law Enforcement Officials*, will be followed.

c. Tobacco Products, Alcoholic Beverages, Illegal Drugs.

(1) CAP cadets, regardless of age, will not possess, chew or consume tobacco products (unless prescribed by a doctor), alcoholic beverages or illegal drugs, in any form, while participating in any CAP activity.

(2) Senior members should exercise discretion when drinking alcoholic beverages or using tobacco products at CAP activities when cadets are present. Seniors should avoid drinking alcohol or using tobacco at all times when they are directly working with cadets or when they are in a confined space with cadets. Additionally, seniors who are not working with cadets should avoid excessive alcohol consumption when they can reasonably expect to encounter cadets thereafter. Commanders may augment these rules as appropriate for specific situations, including, but not limited to, establishing designated smoking and non-smoking areas or designating areas as "off-limits" to cadets.

d. Ultralight Vehicles. Ultralights, aerolights, or any similar type vehicle will not be flown in any cadet activity (See CAPR 60-1, *CAP Flight Management*).

e. Parachuting. Parachuting, para-sailing or any associated training is prohibited as a cadet activity.

f. Rappelling.

(1) Rappelling at CAP activities will be conducted only under the following conditions:

(a) On DoD installations by qualified DoD rappel-masters.

(b) Under the supervision of current and qualified DoD rappel-masters.

(c) Using only equipment properly inspected and approved for use by qualified DoD rappel-masters.

(2) Region commanders may authorize use of commercial instructors, facilities and/or equipment provided a written waiver is granted prior to the start of the activity. The region commander must be satisfied that the rappelling activity will be carried out with the utmost regard for safety, and that commercial installations, instructors and/or equipment meet or exceed established DoD standards.

(3) CAP units that are dual-chartered with the Venturing Scout program will conduct rappelling within this regulation or clearly and unmistakably conduct itself

under the auspices of the scouting rappelling program only.

g. Mission Activity. Cadets may participate on Air Force and other missions provided they meet the established criteria as outlined in CAPR 50-15, *CAP Operational Missions*.

h. Policy on Abuse. The CAP, like other youth organizations, will be alert to situations of potential abuse of cadet members. CAP members are expected to avoid even the appearance of impropriety involving cadets and to report suspected abuse immediately. CAP is committed to doing everything reasonably possible to combat the potential for child abuse within our organization.

(1) This commitment has lead to a comprehensive youth protection policy outlined in CAPR 52-10, *Cadet Protection Policy*, and explained in detail in CAPP 50-3, *CAP Cadet Protection Training Instructor's Guide and Student Materials*.

(2) All senior members will be screened in accordance with CAPM 39-2, *Civil Air Patrol Membership*, and complete the Cadet Protection Training Program (CPPT) before working with cadets (See CAPR 50-17, *CAP Senior Member Training Program*). Members who have not completed the screening process (received the leadership code "A" on the monthly membership listing) will not be permitted to act as the primary supervisor at cadet activities or associate with cadets in any way without the in-person supervision of a senior member who has completed the screening process (see CAPR 52-10, *Cadet Protection Policy*).

i. Age separation. Commanders and project officers should be aware that there are differences between younger and older cadets which warrant consideration when planning activities, especially during personal events, such as sleeping and showering. For example, cadets sharing a room or tent should be billeted with other cadets close to their own age, when possible.

j. Drug Demand Reduction. CAP has a comprehensive Drug Demand Reduction (DDR) Program. This program has been chartered with the responsibility to make the CAP an environment that promotes and supports education, community involvement, social responsibility and respect for individuals. The DDR program supports the "Air Force Family" through CAP units within 30 miles

of an Air Force installation. This program has evolved into four areas:

- (1) Youth initiatives.
- (2) Education and training.
- (3) Adopt-A-School Program.
- (4) Community service activities.

Refer to CAPP 55, *Drug Demand Reduction Program*, for details about this effort. This information is also available on the national CAP web site (www.cap.af.mil).

k. Cadet Sponsor Member. The cadet sponsor member (CSM) is a membership category for parents who want to be more involved in their cadet's unit.

(1) CSMs will assist their unit's cadet program by providing adult supervision, overnight chaperons, transportation, and any other CADET-related task deemed necessary and proper by the unit commander.

(2) CSMs will pay annual national membership dues. They are exempt from paying other dues. The CSM should apply using CAPF 12, *Application for Senior Membership in Civil Air Patrol*, annotated in red across the top, "Cadet Sponsor." The CAPF 12 should also note the full name and serial number of the cadet(s) that he or she is sponsoring. A FD-258, *FBI Applicant Fingerprint Card*, will need to be submitted with the application to HQ CAP/DP. Once the application is approved, the CSM will receive a specially annotated membership card and a special blazer-style nametag.

(3) CSMs will be a parent, grandparent or legal guardian of an active CAP cadet and their membership terminates when the cadet's membership terminates. They will be assigned to the same unit as the cadet. They will complete the senior member Level I and Cadet Protection Program training programs before associating with the cadets. They may drive a corporate vehicle after obtaining proper CAP licensing. They may ride on military or CAP transportation to events in support of their function. CSMs **will not** act as crew members of CAP or privately owned aircraft in support of CAP events.

(4) CSMs may wear any of the CAP distinctive uniforms if desired (and approved by the unit commander). However, CSMs **will not** wear the Air Force style uniform. CSMs will not earn CAP grade, awards or decorations.

Chapter 2

PROGRAM ADMINISTRATION

2-1. The local unit normally meets weekly for approximately 2½ hours. The cadet staff, with senior member guidance, plans the program.

a. Agenda. Although program elements may vary, these elements should be incorporated into the cadet's monthly unit schedule:

- (1) Moral leadership forum
- (2) Cadet physical fitness training
- (3) General safety briefing
- (4) Aerospace education
- (5) Operations/emergency services
- (6) Leadership laboratory
- (7) Testing

b. Attendance. Regular and active participation in the local unit is required. Excessive unexcused absences may be cause for termination from CAP (See CAPR 35-3, *Membership Termination*). Any school-related activity is considered an excused absence. Cadets are responsible for notifying the unit about school activities in advance. School-related absences do not excuse a cadet from needing to complete the achievement requirements.

2-2. Introduction into the cadet program is a two-step process: Orientation and Membership. The orientation process is where the prospective cadet becomes acquainted with the procedures, requirements and goals of CAP. The membership process is where the prospective cadet applies for membership.

a. Orientation. The orientation process should introduce potential cadets to CAP and present an overview of the cadet program. Refer to CAPP 52-9, *CAP Cadet Orientation Course (Volumes 1, 2 and 3)*, which provides for an excellent orientation program that your unit should use.

(1) The local unit should assign a cadet mentor for each potential cadet. This mentor will accompany the potential cadet during the meetings, introduce the individual to squadron personnel, assist in the orientation and generally make the potential cadet feel welcome.

(2) The unit should demonstrate an active, worthwhile program, in which the new cadet will want to participate.

(a) The first meeting is crucial. At this meeting, the cadet is especially sensitive to first impressions. Accordingly, the welcome will be warm and sincere, the mentor competent and alert, and the material interesting and challenging.

(b) The cadet's parents should be invited to the first meeting. Parents should meet with the squadron commander (or deputy commander for cadets) personally to have any questions answered. The squadron commander may assign the cadet public affairs officer, or other qualified member, to present a brief introduction of CAP to the parents.

(3) The squadron commander may assign the deputy commander for cadets or the cadet commander the task of continually analyzing the effectiveness of these

orientations and to make recommended changes to the commander.

b. Membership. Potential cadets may apply to join the cadet program at any time by making a formal application for membership using CAPF 15, *Application for Cadet Membership in Civil Air Patrol*. The initial membership fee includes the cost of texts and study materials required for the initial part of the cadet program.

(1) The squadron commander may delegate the responsibility for ensuring that the cadet membership application is complete before the cadet submits the application to the Unit Membership Board (See CAPR 39-2, *Civil Air Patrol Membership*).

(2) After the Unit Membership Board approves the application, and the squadron commander concurs by signing the application, the new cadet sends the application and fee to HQ CAP/DP.

(3) The squadron commander will follow the guidelines found in CAPR 39-2 in initiating the active records for those approved by the Unit Membership Board.

(4) Cadets are officially members of CAP when HQ CAP/DP has processed their application and their name appears on the national cadet database. Unit commanders can check the national CAP web site (www.cap.af.mil) to see if the cadet's application has been processed. The CAP Bookstore will send the new member the Phase I and Phase II study material packet and CAPF 59-1, *Phase I and II Certification*. This form will be placed in the cadet's personnel records until phase completion.

2-3. Progression.

a. Each achievement in the cadet program will be completed sequentially. The progression of the cadet program is shown in Figure 2-1. Cadets can complete Achievement 1 any time after the date joined. All other achievements require a minimum 60-day separation between completion of each of the achievements (except as noted in Chapter 6 for JROTC).

(1) The Mitchell Award will not be completed earlier than 16 months from the join date.

(2) The Earhart Award will not be completed earlier than 24 months from the join date.

(3) The Eaker Award will not be completed earlier than 36 months from the join date.

(4) The Spaatz Award will not be completed earlier than 36 months from the join date.

b. Commanders should encourage the maximum use of their cadets both in planning and conducting the cadet program. Senior members have the responsibility to ensure that adult leadership and supervision is provided in order for the cadets to achieve their missions and goals.

c. The written and performance requirements of each achievement will be accomplished before the squadron commander (or deputy commander for cadets) signs the achievement completion forms (CAPF 59,

Phases I, II, III and IV Certifications, and CAPF 66, *Cadet Master Record*).

d. CAPR 50-4, *Test Administration and Security*, governs all tests. Unit commanders may order the original Mitchell and Earhart Award exams from HQ CAP/CPR using CAPF 55a, *Request for Examination*, if your unit does not have a set. Also, units may make a reasonable number of copies of the Leadership and Aerospace Education test booklets and the answer keys as long as test control procedures found in CAPR 50-4 are followed. Each copy made of the test will be sequentially numbered and inventoried.

e. Each unit will submit a CAPF 53, *Signature Verification Card*, to HQ CAP/CPR. A new card will be sent to National Headquarters when there is a change in any of the positions noted on the form.

f. The squadron commander, or deputy commander for cadets in a composite squadron, may sign the unit commander's block on CAPF 59-1, CAPF 59-2 and CAPF 59-3. A copy of this form should be maintained in the unit's files. The CAPFs 59 may be reproduced locally.

g. It is the cadet's responsibility to ensure that the completed CAPFs 59 are sent to HQ CAP/CPR. Individuals may fax the CAPFs 59 to HQ CAP/CPR (fax: 334.953.6699). It is the cadet's responsibility to mail the cadet phase packet orders directly to the CAP Bookstore.

h. The milestone awards (Mitchell, Earhart, Eaker and Spaatz) are not official until National Headquarters verifies the CAPFs 59 and inputs the information into the national cadet database. Cadets may check the national CAP web site (www.cap.af.mil) to see if their award is posted. The CAPFs 59 are kept on file at National Headquarters for 3 years.

i. Squadron commanders may grant oral testing, as the situation warrants, using common sense and good judgement.

j. Squadron commanders will provide opportunities for cadets to test for their achievements **at least** every 30 days.

k. Cadets who fail to progress in the cadet program by completing at least two achievements per year may be terminated from the program (see CAPR 35-3).

l. Squadron commanders, or the people the commander designates, will evaluate a cadet's progression through each phase by using the CAPF 50, *Cadet Progression Evaluation*.

m. The *Cadet Progress Charts* (see Figures 2-2 and 2-3) are designed for squadron use in tracking cadet progress.

n. There are several CAP forms used in the cadet program. These include, but are not limited to, those shown in Figure 2-4.

o. There are several CAP regulations and pamphlets used in the cadet program. These include, but are not limited to, those shown in Figure 2-5.

p. The CAPF 66, *Cadet Master Record*, and CAPF 66a, *Cadet Physical Fitness Test Scorecard*, serve as a record of cadet accomplishments and will be established when a cadet joins the unit. When a cadet is transferred to another unit, commanders should carefully review these

records for accuracy and completeness. If, during transfer, a cadet has partially completed some elements of an achievement, the commander will record these accomplishments in the "Program Requirements" section of CAPF 66. All records will be treated in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*, and CAPM 39-2, *Civil Air Patrol Membership*.

q. Cadets are eligible to participate in some of the Air Force Institute for Distance Learning (formerly called ECI) correspondence programs for CAP after receiving their Mitchell Award. See Figure 2-5, which includes a list of the ECI courses cadets may take.

r. Commanders may check their unit's national records at any time through the national CAP web site (www.cap.af.mil), which is updated daily. Errors with the on-line cadet awards may be corrected by e-mailing cpr@cap.af.mil, or by faxing HQ CAP/CPR (fax: 334.953.6699), with the supporting documentation (see CAPM 39-2, *Civil Air Patrol Membership*, for guidelines on correcting other data). If your unit no longer requires the monthly printed records, please notify HQ CAP/MS so they may remove you from the distribution list.

s. The Mitchell Award marks the completion of Phase II, the Earhart Award marks the completion of Phase III and the Eaker Award marks the completion of Phase IV. These phases are not completed until National Headquarters credits these milestone awards.

2-4. Phase I. The Learning Phase involves three achievements. Progression begins when the cadet's name appears on the national CAP web site.

a. Cadets will not wear the CAP uniform unless they fully comply with CAP dress and grooming standards. Full compliance is required before Achievement 1 is completed.

b. Cadets should complete the self-study portion of the first three achievements. Each achievement is named to bring attention to CAP and aeronautical achievements:

Curry – Civil Air Patrol's first National Commander

Arnold – US airpower development

Wright – Development of heavier than air flight

c. The physical fitness requirements include successfully completing the Cadet Physical Fitness Test as outlined in CAPR 52-18. Cadets will need to pass the CPFT for every achievement.

d. Leadership training deals primarily with the military-style leadership aspects of cadet life. Tests, based upon the *Leadership: 2000 and Beyond* text, will need to be passed with a grade of 70% or higher. The squadron commander may allow having these tests corrected to 100% by going over the questions missed with a cadet officer or senior member. Records should indicate what the cadet originally scored to evaluate their ongoing performance. The practical exercises found in the *Leadership 2000* text will also need to be passed.

e. Aerospace education is introduced in this phase. Aerospace education is a combined self-study and group-study program. For this phase, the chapter tests do not have to be taken sequentially, but all tests will need to be

taken. The aerospace education untimed, closed-book tests will need to be passed with a grade of 60% or higher. Once passed, the tests will be corrected to 100% by going over the questions missed with the AE mentors. Records should indicate what the cadet originally scored to evaluate their ongoing performance. **NOTE:** The 60% passing standard is an interim standard until the arrival of the new aerospace education texts. The standard will then return to 70%, correctable to 100%.

f. Moral leadership is introduced in this phase, and the cadet's active participation is required. Cadets will only receive credit for participation in moral leadership for their current achievement.

g. A *Phase I Certificate of Completion* should be awarded at the completion of this phase (use Attachment 1). This certificate will be locally reproduced. Do not send completed copies of this certificate to National Headquarters. National Headquarters does not stock this certificate. However, the certificate is available on the national CAP web site (www.cap.af.mil).

h. A new cadet grade is earned when the cadet completes each achievement and the squadron commander (or deputy commander for cadets) signs the CAPF 59-1.

2-5. Phase II. The leadership phase involves five achievements. As with Phase I, each achievement is named to bring attention to aeronautical and aerospace achievements:

Rickenbacker – Flying skills

Lindbergh – Long-range flight and charting skills

Doolittle – Blind flight

Goddard – Rocket design

Armstrong – Space exploration

a. Physical fitness and squadron activity participation continues with the same criteria as found in Phase I.

b. Moral leadership training continues. Cadets will serve as a recorder once and discussion leader once during this phase and Phase III.

c. Aerospace education continues using the same criteria found in Phase I. Cadets will complete the remaining chapter tests not completed in Phase I. Starting with Achievement 8, the cadet will also serve as an aerospace mentor to the cadets studying their Phase I or Phase II aerospace materials. A guide to being a mentor is found in CAPP 52-6, *Mentoring*.

d. Leadership training continues using the same criteria found in Phase I. Drill is an inherent part of every cadet's training and is required in the leadership portion of this phase. Every unit has an opportunity to demonstrate their skills by participating in wing, region and national competitions.

e. For the cadet chief master sergeant (C/CMSgt) grade (Achievement 8), in addition to the AE mentoring requirement, the cadet will write a 300- to 500-word essay and present to the unit a 5- to 7-minute speech on one of the following topics (see Figure 2-6, Grading Critique, for help in evaluating the writing and speech assignments):

(1) Identify a historical leader and compare or contrast your leadership "style" to this leader's "style."

(2) Assess the importance of history to being a leader of today.

(3) Describe the difference between "follower-ship" and "leadership."

(4) Describe how the Air Force's (or CAP's) Core Values have influenced your leadership "style."

f. Participation in an encampment (see Chapter 5) and a passing score on the comprehensive Mitchell exam are required to complete this phase.

g. For the **General Billy Mitchell Award**, the cadet will pass the comprehensive aerospace and leadership closed-book, timed 1½-hour test with a grade of 80% or higher. When the cadet's Mitchell Award is posted at the national CAP web site, the cadet may wear the cadet second lieutenant (C/2d Lt) grade. After this award is recorded, the cadet may apply for CAP scholarships (see Chapter 4). If the cadet should eventually choose to enlist in the United States Air Force, the grade of E-3 will be awarded upon enlistment (AETCI 36-2002, Chapter 2, Table 2.1).

2-6. Phase III. The command phase consists of three achievements: flight commander, administrative officer and public affairs officer. In this phase, the cadet is expected to demonstrate qualities of command. Progress through this phase is recorded on CAPF 59-2, *Phase III Certification*, which is included in the Phase III package.

a. Leadership, physical fitness, squadron activity participation and moral leadership training continue with the same criteria as found in Phase II.

b. Aerospace education mentoring continues using the same guidelines of the previous phase. In addition, each achievement in Phase III requires completing chapter review tests based upon two chapters of the designated aerospace text. These tests will be taken sequentially.

c. The cadet will become familiar with the duties of the respective staff positions (See CAPP 52-14, *Staff Duty Analysis Guides*). The cadet will write about each position in the *Staff Duty Analysis* (SDA) for this phase and will satisfactorily fulfill at least one of the three staff positions of Phase III. Squadron commanders may assign more than one cadet to these positions. The squadron commander, or designated individual, will grade each SDA essay for grammar, organization and content, as applicable for the staff position, before approving the written analysis (see Figure 2-6, Grading Critique, for help in evaluating the writing assignment).

d. For the **Amelia Earhart Award**, the cadet will pass the comprehensive aerospace education and leadership closed-book, timed 1½-hour test with a grade of 80% or higher. When the cadet's Earhart Award is posted on the national CAP web site, the cadet may wear the cadet captain (C/Capt) grade. After this award is recorded, the cadet is eligible to apply (at age 17) for the International Air Cadet Exchange (IACE) Program (see Chapter 4).

e. There will be additional regulations in the Phase III packet that the cadet receives from the CAP Bookstore. Some will be needed for the next phase and duplicates will not be furnished.

2-7. Phase IV. The executive phase involves five achievements: leadership officer, aerospace education officer, operations officer, logistics officer, and cadet commander. Progress through this phase is recorded on CAPF 59-3, *Phase IV Certification*, which is included in the Phase IV package.

a. The leadership, CPFT and moral leadership requirements of Phase III will continue, except that the cadet will serve as a discussion leader twice during the moral leadership forums during this phase.

b. The SDA requirements of Phase III continue. The cadet will write about each position in the SDA for this phase and will satisfactorily fulfill at least one of the five staff positions of Phase IV. Squadron commanders may assign more than one cadet to these positions (squadron commanders may consider cadets serving as cadet vice commander or cadet executive officer as fulfilling the SDA equivalent to the cadet commander).

c. Aerospace education continues with the cadet assuming the role of aerospace instructor, instructing the Phase I and Phase II cadets on the aerospace portion. In addition, Achievements 14, 15 and 16 require completing chapter review tests based upon two chapters of the designated aerospace text. These tests will be taken sequentially.

d. For the **General Ira C. Eaker Award**, the cadet will complete Cadet Officer School (COS), Region Cadet Leadership School (RCLS) or ECI 13. The cadet will write a 500- to 700-word essay and present to the unit a 5- to 7-minute speech on the topic of: "Describe and assess your leadership style. Include in your assessment how your leadership style has developed since completing Achievement 8" (see Figure 2-6, Grading Critique, for help in evaluating the writing and speech assignments). The speech and writing requirements will be accomplished after completion of Achievement 16. If the National Headquarters' master cadet database does not show COS (RCLS or the ECI 13 course) completion, then the cadet will need to ensure that a copy of the individual's COS certificate (or RCLS certificate or a copy of ECI Form 9 noting successful completion of the ECI 13 course) is sent with the CAPF 59-3. When the cadet's Eaker Award is posted on the national CAP web site, the cadet may wear the cadet lieutenant colonel (C/Lt Col) grade. After receiving the Eaker Award, the cadet is eligible to take the comprehensive exam for the Spaatz Award.

2-8. The Spaatz Exam. Examinations for the **General Carl A. Spaatz Award** are ordered from National Headquarters and administered by the wing liaison officer (LO or LNCO). To request the exam, the squadron commander will submit the CAPF 55a, *Request for Examination*, to the wing liaison officer, who will verify the information and sign the CAPF 55a. The liaison

officer will contact the wing before contacting the examinee to agree upon a test date. On the testing date, the examinee will report in a proper uniform with a current CAP membership card to the liaison officer at the designated place and time. This officer has the right to refuse to administer the examination if the examinee's grooming and/or appearance do not meet CAP standards or if the examinee's attitude is unacceptable.

a. The Spaatz exam consists of:

(1) A closed-book, timed aerospace test.

(2) A closed-book, timed leadership test.

(3) An essay written from a selection of moral leadership topics. This essay will be graded on grammar, organization and content, by a board of qualified evaluators at National Headquarters

(4) A Cadet Physical Fitness Test (CPFT) following the guidelines found in CAPR 52-18. Prior to administering the CPFT, the liaison officer will ensure that the cadet can participate in the mile run or has proper documentation placing the cadet in physical fitness category III. When a liaison officer believes extenuating circumstances exist, they will obtain a waiver in advance from HQ CAP/CP.

b. When the examination is complete, the liaison officer will send the original CAPF 55a, the original multiple choice answer sheets and the essay to HQ CAP/CPR. The liaison officer will maintain a copy of these forms and answer sheets for 1 year. HQ CAP/CPR will coordinate the grading of all portions of the exam (except the liaison officer will certify the CPFT portion). The passing score is 80% for each closed-book test, 300 points on the CPFT and successful completion of the essay.

(1) In the case of a failure, National Headquarters will notify the wing liaison officer, the wing headquarters, the unit commander, and the cadet concerning the parts failed and the procedures to retake the exam. If a cadet fails a first time, that cadet may retake the failed portion(s) no earlier than 60 days from the date of the first test. If the cadet fails a second time, that cadet may retake the failed portion(s) no earlier than 120 days from the date of the second test. If the cadet fails a third time, the cadet is no longer eligible to test.

(2) When the cadet passes all parts of the exam, National Headquarters will prepare the certificate package and forward it to the wing liaison officer. National Headquarters will notify the region, wing and unit commanders that the cadet has passed. National Headquarters will also notify the cadet that s/he passed, at which time the cadet may wear the cadet colonel (C/Col) grade. The wing liaison officer will assist in making the necessary arrangements for an appropriate presentation ceremony. This is the highest award that CAP cadets may earn.

c. The Spaatz exams need to be *recorded* at HQ CAP/CPR before the cadet reaches the end of the month of his/her 21st birthday for the cadet to be eligible for the award.

2-9. Award Presentations. Commanders, in coordination with the cadet (and the wing liaison officer as appropriate),

should arrange an appropriate award ceremony as soon as possible after the award has been earned.

a. All individual achievements and the Phase I Certificate. The cadet commander or squadron commander (or higher) may present these awards.

b. General Billy Mitchell Award. The group commander (or higher), the wing director of cadet programs, or a state or federal government official may present this award.

c. Amelia Earhart Award. The wing commander (or designee) or higher, or state or federally appointed official may present this award.

d. General Ira C. Eaker Award. The region commander (or designee) or higher, or a state or federally elected official may present this award.

e. General Carl A. Spaatz Award. An USAF or CAP general officer, governor, federally elected official or a cabinet-level official may present this award.

2-10. Other Awards. CAP awards are designed to recognize heroism, service and program achievements. Prompt recognition of awards earned will promote *esprit de corps*. Refer to CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*, for details concerning the awards that may be earned.

2-11. Promotions.

a. When the squadron commander, or the deputy commander for cadets, signs a cadet's CAPF 59, they are attesting to the cadet's ability to assume the next grade.


b. There will be no temporary promotions.

c. There will be no discretionary grades.

2-12. Demotions. The unit commander may demote a CAP cadet with cause up to a maximum of three earned achievements. Notification of the demotion will be in writing by the unit commander to the cadet, and courtesy copied to the next higher echelon. The demotion will not affect ribbons worn on the uniform, but just the achievements earned (and any grade associated with these achievements). The demoted achievements will need to be re-earned through satisfactory performance over a period of 60 days per achievement. If the cadet's performance does not warrant a one achievement promotion at the end of 60 days, termination or non-renewal action may be taken in accordance with CAPR 35-3, *Membership Termination*. The demotion period begins the date the unit commander approves the demotion request if there is no appeal. The cadet may appeal the demotion decision by writing a letter of justification to the commander of the next higher echelon, courtesy copied to the unit commander, within 30 days of receiving the demotion notice. The echelon commander (normally at the group or wing level) will rule on the cadet's appeal request within 30 days of receiving the appeal request letter. The echelon commander is the final authority on all cadet demotion actions. Cadets who appeal a demotion are ineligible to advance to the next achievement until the echelon commander rules on the appeal. If the demotion is approved after an appeal, the cadet will be immediately demoted. If the demotion is overturned after an appeal, the cadet will be allowed to progress as if no demotion occurred.

CAP Cadet Program Achievement Specifications and Awards

PHASE	ACHIEVEMENT	PHYSICAL FITNESS	LEADERSHIP	AEROSPACE EDUCATION	MORAL LEADERSHIP	GRADE
MOTIVATION	Orientation					Airman Basic
PHASE I THE LEARNING PHASE	1. General J.F. Curry	90 Points on CPFT	Chapter 1			Airman
	2. General H. H. "Hap" Arnold	96 Points on CPFT	Chapter 2	Any Chapter		Airman 1st Class
	3. Wright Brothers	111 Points on CPFT	Chapter 3	Any Chapter		Senior Airman
PHASE I CERTIFICATE						
PHASE II THE LEADERSHIP PHASE	4. Captain Eddie Rickenbacker	126 Points on CPFT	Chapter 4	Any Chapter		Staff Sergeant
	5. Charles A. Lindbergh	141 Points on CPFT	Chapter 5	Any Chapter		Technical Sergeant
	6. General Jimmy Doolittle	156 Points on CPFT	Chapter 6	Any Chapter		Master Sergeant
	7. Dr. Robert H. Goddard	171 Points on CPFT	Chapter 7	Any Chapter		Senior Master Sergeant
	8. Neil A. Armstrong	178 Points on CPFT	Writing/Speech Assignment			Chief Master Sergeant
PHASE III THE COMMAND PHASE	MITCHELL AWARD		Comprehensive Leadership/ Aerospace Ed Exam			2nd Lieutenant
	9. Flight Commander	186 Points on CPFT	Chapter 8	2 Chapter Block		
	10. Administrative Officer	201 Points on CPFT	Chapter 9	2 Chapter Block		1st Lieutenant
	11. Public Affairs Officer	216 Points on CPFT	Chapter 10	2 Chapter Block		
	EARHART AWARD		Comprehensive Leadership/ Aerospace Ed Exam			Captain
PHASE IV THE EXECUTIVE PHASE	12. Leadership Officer	231 Points on CPFT	Chapter 11			
	13. Aerospace Ed Officer	246 Points on CPFT	Chapter 12			
	14. Operations Officer	261 Points on CPFT	Chapter 13	2 Chapter Block		Major
	15. Logistics Officer	276 Points on CPFT	Chapter 14	2 Chapter Block		
	16. Cadet Commander	291 Points on CPFT	Chapter 15	2 Chapter Block		
EAKER AWARD			COS (or RCLS or ECI 13) Writing/Speech Assignment			Lieutenant Colonel
SPAATZ AWARD		300 Points on CPFT	Comprehensive Leadership Exam	Comprehensive Aerospace Ed Exam		Colonel



CADET PROGRESS CHART THROUGH MITCHELL

NAME	ACHIEVEMENT 1 REQUIREMENTS	ACHIEVEMENT 2 REQUIREMENTS	ACHIEVEMENT 3 REQUIREMENTS	ACHIEVEMENT 4 REQUIREMENTS	ACHIEVEMENT 5 REQUIREMENTS	ACHIEVEMENT 6 REQUIREMENTS	ACHIEVEMENT 7 REQUIREMENTS	ACHIEVEMENT 8 REQUIREMENTS	ADDITIONAL REQUIREMENTS	
	DATE JOINED AS SHOWN ON THE WEB	MORAL LEADERSHIP CPPT LEADERSHIP TEST MORAL LEADERSHIP CPPT AEROSPACE EDUCATION TEST UNIT ACTIVITIES	PHASE 1 CERTIFICATE CPPT UNIT ACTIVITIES AEROSPACE EDUCATION TEST LEADERSHIP TEST MORAL LEADERSHIP CPPT	MORAL LEADERSHIP CPPT AEROSPACE EDUCATION TEST LEADERSHIP TEST MORAL LEADERSHIP CPPT UNIT ACTIVITIES	MORAL LEADERSHIP CPPT AEROSPACE EDUCATION TEST LEADERSHIP TEST MORAL LEADERSHIP CPPT UNIT ACTIVITIES	MORAL LEADERSHIP CPPT AEROSPACE EDUCATION TEST LEADERSHIP TEST MORAL LEADERSHIP CPPT UNIT ACTIVITIES	MORAL LEADERSHIP CPPT AEROSPACE EDUCATION TEST LEADERSHIP TEST MORAL LEADERSHIP CPPT UNIT ACTIVITIES	WRITING ASSIGNMENT SPEECH ASSIGNMENT UNIT ACTIVITIES AF MENTOR ENGAGEMENT COMPREHENSIVE TEST MORAL LEADERSHIP CPPT AEROSPACE EDUCATION TEST LEADERSHIP TEST MORAL LEADERSHIP CPPT UNIT ACTIVITIES	MORAL LEADERSHIP CPPT AEROSPACE EDUCATION TEST LEADERSHIP TEST MORAL LEADERSHIP CPPT UNIT ACTIVITIES	MITCHELL AWARD MORAL LEADERSHIP CPPT AEROSPACE EDUCATION TEST LEADERSHIP TEST MORAL LEADERSHIP CPPT UNIT ACTIVITIES

Form Number	Title
7	Cadet Listing of Special Activities
8	Requisition for Publications and Blank Forms
15	Application for Cadet Membership in Civil Air Patrol
20	Encampment Report
31	Application for CAP Encampment or Special Activity
50	Cadet Progression Evaluation
53	Signature Verification Card
55a	Request for Examination
59-1	Phase I and II Certification
59-2	Phase III Certification
59-3	Phase IV Certification
66	Cadet Master Record
66a	Cadet Physical Fitness Test Scorecard
77	Cadet Flight Orientation Program Syllabus
95	Application for CAP Scholarships
*VA 52-1	CAP Cadet Program Achievement Specifications and Awards
*VA 52-2	Cadet Progress Chart Through Mitchell
*VA 52-3	Cadet Officer Progress Chart Through Spaatz

*VA—Visual Aids

Figure 2-4. CAP Forms Frequently Used in the Cadet Program

CADET PROGRAM PUBLICATIONS:

CAPP 52-6, *Mentoring*
 CAPP 52-9, *CAP Cadet Orientation Course (3 volumes)*
 CAPR 52-10, *Cadet Protection Policy*
 CAPP 52-14, *Staff Duty Analysis Guides*

CAPR 52-16, *Cadet Program Management*
 CAPR 52-18, *Cadet Physical Fitness Test Manual*
 CAPP 216, *Cadet Program Officer--Specialty Track Study Guide*
Leadership: 2000 & Beyond (3 volumes)

PUBLICATIONS THAT INFLUENCE THE CADET PROGRAM:

CAPP 3, *Guide to CAP Protocol*
 CAPR 10-2, *Files Maintenance and Records Disposition*
 CAPM 20-1, *Organization of Civil Air Patrol*
 CAPR 20-3, *Charters and Other Organization Actions*
 CAPP 33-1, *Cadet Recruiting and Orientation Pamphlet*
 CAPR 35-2, *Notification Procedures In Case of Death, Injury, or Serious Illness*
 CAPR 35-3, *Membership Termination*
 CAPR 35-6, *Aeronautical Ratings, Emergency Services, and Ground Team Badges*
 CAPM 39-1, *Civil Air Patrol Uniform Manual*
 CAPM 39-2, *Civil Air Patrol Membership*
 CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*
 CAPP 50-1, *Commander's Guide*
 CAPM 50-1, *Introduction to Civil Air Patrol*
 CAPP 50-3, *CAP Cadet Protection Training Instructor's Guide and Student Materials*
 CAPR 50-4, *Test Administration and Security*
 CAPR 50-15, *CAP Operational Missions*
 CAPR 50-17, *CAP Senior Member Training Program*
 CAPM 50-20, *CAP Model Rocketry Program*
 CAPP 55, *Drug Demand Reduction Program*
 CAPR 55-1, *CAP Emergency Services Mission Procedures*
 CAPR 60-1, *CAP Flight Management*
 CAPR 62-1, *CAP Safety Responsibilities and Procedures*
 CAPR 62-2, *Mishap Reporting and Investigation*
Constitution and Bylaws of the Civil Air Patrol

CAPR 76-1, *Travel of CAP Members via Military Aircraft and Use of Military Facilities and Vehicles*
 CAPR 100-1, *Communications (Volume 1)*
 CAPR 147-1, *Army and Air Force Exchange Privileges of CAP Members*
 CAPP 151, *Standards, Customs and Courtesies*
 CAPR 160-2, *Authorized Medical Care at Air Force Hospitals*
 CAPR 173-4, *Fund Raising/Donations*
 CAPP 190-2, *CAP Primer*
 CAPP 265 Series, *Moral Leadership information*
 CAPR 900-2, *Use of CAP Seal and Emblem; Use and Display of the United States Flag and CAP Flags*
 CAPR 900-3, *Firearms – Assistance to Law Enforcement Officials*
 CAPR 900-5, *The CAP Insurance/Benefits Program*
 AFM 36-2203, *Air Force Drill & Ceremonies Manual*
 ECI 02010, *CAP Public Affairs Course*
 ECI 02130A, *CAP Scanner Course*
 ECI 02130B, *CAP Mission Observer Course*
 ECI 02130D, *Introduction to the CAP Emergency Services Course*
 ECI 02170, *CAP Safety Officers Course*
 ECI 13, *The CAP Officer Course*
Aerospace: The Flight of Discovery
Flight of Discovery Instructor Guide
Flight of Discovery Student Guide
CAP Core Values
USAF Core Values

Figure 2-5. CAP Publications Frequently Used in the Cadet Program

SPEAKING CRITIQUE				
A		CAP A	CAPS	C A
S C SP C			SC	A
RATING CRITERIA			OUTSTANDING	EXCELLENT
SUBJECT e defined appropriate				
ORGANIZATION ogica fows nat ra e amp es are sed and cited				
CLARITY ot h rried eas to nderstand not simp a reading of the notes				
OVERALL EVALUATION				
REMARKS				

WRITING CRITIQUE				
A		CAP A	CAPS	C A
S C ASS			SC	A
RATING CRITERIA			OUTSTANDING	EXCELLENT
SUBJECT e defined appropriate				
ORGANIZATION ogica fows nat ra e amp es are sed and cited				
MECHANICS Spe ing correct doc mented grammar and sentence str ct re				
STYLE as to read re evant s stantive				
OVERALL EVALUATION				
REMARKS				

Figure 2-6. Grading Critique

Chapter 3 CADET ADVISORY COUNCILS

3-1. Purpose. A Cadet Advisory Council (CAC) will be established at the national, region and wing levels. The purpose of the CAC is to:

- a. Provide an organization where cadets gain leadership experience at higher organizational levels.
- b. Aid the commanders in monitoring and implementing the cadet program.
- c. Make recommendations for improving and running the cadet program.

3-2. Duties.

a. The CAC has no authority to implement policy. Any recommendations to improving the cadet program will be sent to the Director of Cadet Programs of that echelon within 30 days of council meetings for action.

b. Region and wing commanders are authorized to establish a CAC Constitution & Bylaws, or an Operating Instruction (OI), as necessary to accomplish their CAC purpose without the need for approval of HQ CAP/CP. These procedures should include items such as:

- (1) Succession of elected officials
 - (2) Voting procedures
 - (3) Group representation (for those wings with a group structure)
 - (4) Meeting procedures
- c. If any council member's performance or conduct drops below desired CAP standards, the appointing authority shall revoke that individual's appointment and will appoint a replacement.
- d. Alternate representatives have no vote, unless the primary representative is absent.

3-3. Composition.

a. The CAC will consist of one cadet representative and one alternate from each echelon.

(1) Region commanders will appoint a national CAC representative and alternate from any Phase IV cadet officer in their region.

(2) Wing commanders will appoint a region CAC representative and alternate from any cadet officer in their wing.

(3) Composite and cadet squadron commanders will appoint a wing CAC representative and alternate from

any cadet in their unit. Squadrons not having a cadet officer may appoint a cadet with the highest qualifications. Cadets appointed wing CAC members should have the Mitchell Award.

b. Each appointee and alternate will be designated on a CAPF 2a, *Request for and Approval of Personnel Actions*. A copy of this form will be forwarded to the director of cadet programs at the next higher echelon for approval.

c. The primary representatives and current officers are eligible to be elected to the office of chairperson, vice chairperson and recorder.

d. Each council will convene as specified by the respective echelon commander. However, councils will convene at least twice annually. Meetings may be held electronically. Commanders will ensure adult supervision at all meetings.

3-4. Term of Office.

a. Cadets are appointed to the CAC for a 1-year term of office. They may be re-appointed for only one additional term at each echelon. While assigned to the CAC, a cadet elected to an officer position (chairperson, vice chairperson, recorder) may hold that position for a maximum of 1 year at each echelon.

b. The beginning and termination of the term of office will coincide with the beginning of the summer National Board meeting.

c. Wing and region CAC representatives will be appointed no later than 1 July.

3-5. Awards. All primary members of each CAC are authorized to wear the CAC ribbon with appropriate device upon satisfactorily completing their terms of office (See Figure 3-1). The ribbon and devices are permanent awards. However, the shoulder cords serve as a means of identifying current primary CAC members and shall be worn only during the term of office. CAPM 39-1, *Civil Air Patrol Uniform Manual*, outlines the proper wear of the shoulder cord.

Awards and Identification for CAC Members		
LEVEL	Device worn on the CAC ribbon is:	Shoulder cord worn by all members of the CAC will be:
National	Gold Star	Gold
Region	Bronze Star	Blue
Wing	None	Red

Figure 3-1. Awards and Identification for CAC Members

Chapter 4 CADET ACTIVITIES

4-1. Special Activities. National Cadet Special Activities (NCSA) are designed to provide cadets with incentives and motivation toward greater participation in the cadet program. Special activities broaden the experiences of participants and contribute directly to knowledge of career opportunities both in the military and in the civilian fields. Many activities are established, controlled and conducted at squadron, wing, and region levels.

a. Qualifications and requirements for all national cadet special activities are published and distributed annually by National Headquarters in the November and December issues of the *Civil Air Patrol News*. This information is also available through the national CAP web site (www.cap.af.mil). Applicants will fulfill all requirements established for the activities for which application is made. Inability to meet any of the published criteria will automatically disqualify an applicant for selection.

b. Refer to the November or December issue of the *Civil Air Patrol News* for complete details about eligibility and application procedures.

c. Wings may hold a “Special Activities Review Board” to allow their commander to gain a better understanding of the cadets who are applying for national or regional activities. Selection boards may be of several types:

(1) A documentation and application review by experienced personnel as determined and selected by the wing commander or designee.

(2) A formal interview board conducted by experienced personnel as determined and selected by the wing commander or designee in one or more locations.

(3) A combination of the above.

4-2. Orientation Flights. The Cadet Flight Orientation Program is designed to expose cadets to general aviation through a series of flights. These flights may be in powered or glider aircraft.

a. Cadets 17 years of age or younger are encouraged to participate in the flight orientation program (cadets 18-20 years old may participate in military orientation flights).

b. The definition of an orientation flight is outlined in the CAPF 77, *Cadet Flight Orientation Program Syllabus*, and is used by pilots to conduct each flight. The criteria to become a CAP flight orientation pilot is outlined in CAPR 60-1, *CAP Flight Management*.

c. Orientation flights will not be credited towards any flight ratings (solo, private pilot, etc.).

d. Cadets are able to fly as much as possible, but only five front seat flights and four back seat flights will be reimbursed (see CAPF 77). Flights demonstrate basic flight maneuvers, navigational, and communications techniques as well as pre-flight planning and post-flight debriefings. Two cadets or more may fly per sortie depending upon the capability of the aircraft. CAP cadet orientation flights may be classified as either corpo-

rate/private or military, although only corporate/private flights are reimbursable.

e. For cadets to receive credit for orientation flights and the wings to qualify for reimbursement, a completed CAPF 7, *Cadet Listing of Special Activities*, will be forwarded to HQ CAP/CPR for processing after the CAPFs 77 are transferred to a CAPF 7 master listing. CAPFs 77 received at National Headquarters are not returned and are not credited. If the unit or wing fails to submit the CAPF 7 within 90 days of the flight activity, reimbursement may not be processed. Units and wings may submit the CAPF 7 by fax to HQ CAP/CPR (fax: 334.953.6699). Wing commanders may supplement the reimbursement procedures within their wings without prior approval from National Headquarters.

f. Reimbursement rates are found in CAPF 77.

4-3. Flight Scholarships. Training in airplanes and gliders may be accomplished at a centralized event (like the National Flight Academy) or on an individual basis. All cadet flight training will meet the guidelines found in CAPR 60-1, *CAP Flight Management*. Refer to the *Civil Air Patrol News* for details about any national flight scholarships that are available. This information is also available on the national CAP web site (www.cap.af.mil).

4-4. Scholarships. One-year monetary awards are offered to eligible members on a competitive basis. The number and amount awarded each year is based on the total amount of scholarship funds available for that year. Refer to the October issue of the *Civil Air Patrol News* for complete details about eligibility and application procedures. This information is also available on the national CAP web site (www.cap.af.mil).

4-5. USAFA Preparatory School. Each year, National Headquarters submits nominations to the Air Force Academy for three qualified cadet members to attend the Academy’s Preparatory School (USAFAPS). The Academy’s Preparatory School is a 1-year program that increases a student’s potential for admission to the Academy and for successful completion of the Academy curriculum. Many of the students who enter the USAFAPS complete the requirements, graduate, and are offered an appointment to the Academy. Those nominated by National Headquarters are not guaranteed appointments to the USAF Academy or the USAFAPS. Refer to the October issue of the *Civil Air Patrol News* for complete details about eligibility and application procedures. This information is also available on the national CAP web site (www.cap.af.mil).

4-6. Color Guards and Honor Guards. To enhance CAP’s image to the public, every squadron should develop a color guard and/or an honor guard. The squadron commander may assign the cadet leadership officer the responsibility to select and train the guard. The

squadron commander may arrange competitions with nearby squadrons. Squadrons may establish more than one type of guard. All guards should be used for appropriate occasions in your local community.

4-7. National Competition. The National Cadet Competition (NCC) enables cadets to model traits of the highest standards of leadership and personal responsibility. The NCC includes the National Drill Team Competition and the National Color Guard Competition, both usually held the last week of December at National Headquarters. Refer to the national CAP web site for more information (www.cap.af.mil).

4-8. Regional Cadet Leadership Schools. The Regional Cadet Leadership Schools (RCLS) provide courses to increase knowledge, skills and attitudes as they pertain to leadership and management. Each region may host a week long RCLS. Eligible cadets will be in, or preparing to enter, cadet leadership positions within their squadron. Cadets should contact their wing director of cadet programs to find out when the next RCLS will be offered and what the requirements are.

4-9. The International Air Cadet Exchange Program. Cadets and senior members may apply for the International Air Cadet Exchange (*pronounced* I-A-C-E) and serve as “Ambassadors” to various countries that promote

international understanding, goodwill, and friendship among young people who have a common interest in aviation.

a. You may explore these countries through gliding, mountain climbing, tours, orientation flights, museums, various sports activities, and meet cadets from abroad and their families. While being honored at various receptions, you may also meet famous celebrities or military/political dignitaries.

b. This prestigious activity is a rewarding experience that lasts approximately 3 weeks. CAP, the USAF and the host country cover the costs of meals, lodging, and airfare. The required IACE uniform and incidentals costs are about \$500.

c. IACE is available to cadets who have earned the Amelia Earhart Award by 31 December before the year attending IACE and are at least 17 years of age by 1 July of the year attending IACE. Senior member escorts will be senior rated in the Cadet Programs Officer Specialty Track (CAPP 216) by 31 December before the year attending IACE and be at least 25 years of age by 1 July of the year attending IACE. The host country may impose some additional qualifications or restrictions. Refer to the national CAP web site for details about eligibility and application procedures (www.cap.af.mil). This information is also announced in the November issue of the *Civil Air Patrol News*.

Chapter 5 ENCAMPMENTS

5-1. Encampments.

a. Encampments are designed to provide CAP members the opportunity to:

- (1) Apply knowledge gained in the cadet and senior programs to practical situations.
- (2) Develop a greater understanding of CAP and Air Force missions and capabilities.
- (3) Develop their leadership potential.
- (4) Enhance interpersonal relationship skills.
- (5) Develop time-management skills.
- (6) Instill group cooperation and teamwork.
- (7) Inspire a sense of discipline.
- (8) Challenge the individual to exceed.
- (9) Enhance the local unit's cadet program.
- (10) Aid in retention and motivation.
- (11) Present an introduction to the military.

b. Regions and wings are authorized to supplement this chapter as necessary to accomplish their purpose without the need for written approval of HQ CAP/CP.

c. When national encampments are held, their primary goal, in addition to the goals stated above, is to help standardize basic cadet training across the nation. These encampments are supplemental to the wing's annual encampments.

5-2. Philosophy. An encampment can be the most significant, worthwhile training experience in a CAP cadet's career. Training is what the encampment is all about. To achieve the overall goals, a positive attitude is essential. Each staff member has an obligation to learn as much as possible and to offer the highest quality of training to others. The staff will always remember that their first duty is to the members of the basic flight.

5-3. Authority. For wing encampments, the wing DCP recommends the encampment commander for the wing commander's approval. Subordinate staff members are appointed on personnel authorizations. HQ CAP/CP selects the national encampment commander along with the essential senior leadership for the national encampments.

5-4. Location and Duration. Encampments are conducted under CAP supervision with Air Force advice, assistance and cooperation. They may be conducted at active duty, National Guard or Reserve bases. They may also be conducted at any community, state or other national facility (including DoD installations). It is preferred that they be conducted over a single time period, not to exceed 14 days; however, they may be conducted over a period of successive weekends. A joint encampment may be conducted between wings. Joint encampments with the Air Cadet League of Canada are permitted, with approval from HQ CAP/CP, after prior coordination of all involved international parties. Joint encampments with JROTC are authorized with approval from HQ CAP/CP, after prior coordination of all involved parties.

5-5. Required Activities for All Encampments.

a. Senior Members: The host wing commander and encampment commander should plan senior member training activities that will increase their leadership skills. Senior members, other than the encampment staff, should be placed in a training flight.

b. Cadets: The required minimum course content for cadets participating in any encampment is shown in Figure 5-1. Elective activities should be planned according to the special opportunities that the encampment area offers.

c. Formations are mandatory for all cadets at encampments.

5-6. Eligibility for Encampment.

a. Senior Members. Senior members will have completed Level I senior training and cadet protection policy training before attending an encampment.

b. Cadets. Cadets with a current membership card who have completed at least the Curry achievement may participate in an encampment.

5-7. Selection Priorities. When the available encampment facilities are not adequate to allow all eligible applicants to attend, participation will be selected on the following priority basis:

a. Senior Members. Priorities for senior member attendance will be established at the host wing headquarters (or at National Headquarters for national encampments).

b. Cadets:

(1) First Priority: Any Phase I or Phase II cadet who has not previously attended an encampment.

(2) Second Priority: Cadets who have attended only one encampment.

(3) Third Priority: Any other cadet.

5-8. Credit for Encampments. Credit will be given for attending encampments that meet criteria outlined in Figure 5-1. Credit guidelines are outlined below:

a. Credit for completing an encampment is granted by National Headquarters. This credit is granted only after receipt and processing of the certified CAPF 20, *Encampment Report*, as outlined in paragraph 5-18.

b. Senior Members. Each senior member will complete assigned duties satisfactorily. An immediate superior at the encampment evaluates the performance of each senior member.

c. Cadets. Each cadet will complete at least 80% of the scheduled instruction and perform in a satisfactory manner.

5-9. Planning and Conducting CAP Encampments.

a. The wing commander is responsible for the encampments within their wing. The wing commander will coordinate with the other affected wing commanders in case of a joint encampment. Wing commanders will select the encampment commander for encampments

within their wing and will coordinate with the wing commanders of the other affected wings in selecting an encampment staff for joint encampments.

b. When national encampments are held, National Headquarters will coordinate with the host wing in planning and conducting the encampment. HQ CAP/CP selects the national encampment commander (in coordination with the National Commander) and essential senior staff positions.

c. Selection of Encampment Sites. The wing CAP-USAF liaison officer (LO or LNCO) should be called upon to help coordinate the selection of the encampment site. Once selected, the CAP-USAF liaison officer should work out all arrangements with the host facility.

d. Cooperation With Installation Authorities. At any encampment site, CAP is a guest. Military installations are authorized to provide support to encampments. The CAP-USAF wing liaison officer will be the focal point for all contact and coordination with the installation commander and the commander's staff. Channel all requests for support and subsequent coordination through the liaison officer. Establish coordination with authorities in charge of an installation well in advance of a proposed encampment. Coordination with the following personnel is recommended:

(1) Military Installations:

(a) The installation commander should be briefed on the CAP Program and furnished an outline of the encampment plans. The commander should be encouraged to outline installation policies that will affect the encampment. Installation policies should then be published and distributed to members of the encampment staff.

(b) The base or installation project officer assigned to the encampment should be the contact point for all base support, such as billeting, maintenance, medical supply, transportation, base exchange, personnel services, operations, chaplain and information.

(2) Non-military Installations. Coordinating with the proper authorities in charge of non-military installations is as vital as establishing good liaison with personnel at military installations. The following items should be given special attention in arranging for encampments at non-military installations:

(a) If an encampment is held at an installation such as a State Park or armory, similar arrangements will be made for a proper environment to run an encampment, such as sleeping bags, cots, etc. If the encampment is conducted at a State Park or other facility where buildings are not available, tents for personnel and administrative functions will be obtained.

(b) For encampment sites without standard messing facilities available (or catering, restaurant or other food service), a mess operations staff will be appointed and will provide the necessary food services.

(c) An airport or an airstrip near the proposed encampment site should be available. Liaison should be arranged with the fixed-base operator or the airport manager.

5-10. Motor Vehicles.

a. Insurance.

(1) Military Installations. Vehicles will have liability insurance coverage before operation on a military installation. The minimum liability insurance required varies from state to state.

(2) Other Installations. Possession of liability insurance is highly recommended.

b. Transportation To and From Encampments:

(1) Transportation to and from encampments is the responsibility of the member. Commanders may, on an as available basis, provide CAP vehicle or aircraft transportation (See CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Owned Vehicles*).

(2) CAP does not exercise control or supervision over travel performed by members, unless CAP transportation is furnished. CAP does not assume any responsibility for travel performed by members to or from encampments or special activities (See CAPR 77-1).

(3) Units will not issue travel orders or travel authorizations (see CAPR 10-3, *Administrative Authorizations*).

(4) Senior members who drive POVs to military installations will meet liability insurance and other regulatory requirements to operate the vehicle on base.

(5) Cadets who drive POVs to encampments will not operate the POV while at the encampment and will check the ignition key with the designated senior member upon arrival. The keys will be returned on departure.

(6) Operators of CAP vehicles will possess an authorized CAPF 75, *Motor Vehicle Operator Identification Card*, in addition to a normal state driver's license. The type of vehicle driven will be endorsed on the CAPF 75.

5-11. Use of Reserve Military Personnel. Obtain Reserve assistance personnel services through the CAP-USAF liaison office for short active duty tours at encampments. The wing LO or LNCO, wing reserve coordinator (WRC) or a Reserve assistance officer designated by the WRC will serve as liaison officer between host installation commanders and encampment commanders.

5-12. Orientation Flights. Orientation flights are authorized for cadets. Military aircraft may be used when local directives allow. If CAP aircraft are used, the CAP pilots will meet qualifications listed in CAPR 60-1, *CAP Flight Management*. Orientation flights flown according to CAPR 60-1, or by military aircraft, are the only orientation flights authorized for cadets. In order to have an orientation flight in a military aircraft, the cadet will

a. have a signed consent form from their parent(s) or guardian (see Attachment 1, Parental Consent Statement, in CAPR 76-1, *Travel of CAP Members via Military Aircraft and Surface Vehicles*) and

b. be physically capable of wearing a parachute if one is required on a military aircraft.

5-13. Delays in arrival. The encampment commander may, at his or her discretion, authorize a delay in arrival;

however, cadets will need to complete 80% of the scheduled instruction to graduate.

5-14. Release From Encampments. In exceptional cases, such as sickness or personal hardship, personnel may be excused from encampment activities. No credit for the encampment will be given unless at least 80% of the scheduled instruction is completed.

5-15. Administrative Policies and Procedures. Policies and procedures governing encampment administration, training schedules, duty rosters and use of encampment facilities should be posted on each bulletin board in the encampment area.

a. Such information may include the following items:

(1) Exchange privileges that personnel are entitled to when in uniform and at times designated as free time or open base.

(2) Laundry and dry cleaning procedures.

(3) Lost and found notices.

(4) A map of the encampment area clearly defining restricted areas. Restricted areas should include flight line layout and buildings not for CAP use.

(5) Use of the Officers' Club, NCO Club and service clubs (senior members may use these clubs when granted installation approval; cadets may use them only for scheduled social activities).

(6) Evacuation notes and fire drill procedures.

b. Personnel will be briefed before the encampment and at the first formation on acceptable conduct and informed that gambling, stealing, hazing, smoking or using alcoholic beverages will result in automatic dismissal and further disciplinary action.

5-16. Medical and Accident Policies.

a. Accidents. CAP has established self-insured accident coverage for its members that provides benefits in the event of accidents, injuries or death incurred during authorized activities. CAPR 900-5, *The CAP Insurance/Benefits Program*, outlines the medical coverage. All accidents, no matter how minor, will be reported to the encampment commander in writing. The encampment commander will follow the reporting procedure found in CAPR 62-2, *Mishap Reporting and Investigation*, using a CAPF 78, *Mishap Report Form*.

b. Government Medical Care. Emergency medical care for encampment personnel attending encampments at DoD facilities is covered under Air Force Handbook AFH41-114, and CAPR 160-2, *Authorized Medical Care at Air Force Hospitals*.

c. Emergency Medical Care. The encampment medical officer should make pre-encampment arrangements for the emergency treatment of personnel injured during an encampment. A vehicle should be available at encampment headquarters in case personnel may need to be transported to medical facilities.

d. Notification Procedures. In case of death, injury or serious illness, procedures are outlined in CAPR 62-2 and CAPR 35-2. Encampment commanders are responsible for compliance.

5-17. Review Board. The encampment commander shall appoint a review board to hear senior member and cadet grievances not resolved by the staff. If the decision is not satisfactory to the member, an appeal may be made to the encampment commander. The member may write an appeal of the encampment commander's decision to the wing commander within 30 days of the close of the encampment. The wing commander will respond with a decision within 30 days of receiving the written appeal. The wing commander's decision is final.

5-18. Encampment Reports. The encampment commander, for both the wing and national encampments, will prepare attendance records for participants who meet the minimum requirements of an encampment. The *Encampment Report* (CAPF 20) will list the number of cadets and senior members who attend. Joint encampment procedures differ in that a separate CAPF 20 will be prepared for each wing having attendees listing the total number of individuals from that particular wing.

a. Procedures. The encampment administrative officer will verify first-time attendees listed on the CAPF 7, *Cadet Listing of Special Activities*. The encampment commander forwards an original and one copy of CAPF 20 and CAPF 7 to the wing liaison officer. The liaison officer writes a critique on the CAPF 20 and certifies it for correctness. The certifying wing liaison officer then forwards the original of each form to HQ CAP/CPR and files a copy of each form. A copy of the Encampment Training Schedule will also be attached to the CAPF 20. National Headquarters and the liaison office will keep copies on file for 3 years. National Headquarters will transfer cadets' first-time encampment participation to the national cadet database, which serves as the permanent record.

b. Joint Encampments. The encampment administrative officer, for both the wing and national encampments, will verify first-time CAP attendees listed on the CAPF 7. The encampment commander prepares a consolidated CAPF 20. The host wing liaison officer certifies the consolidated CAPF 20. Copies of the CAPF 7 and CAPF 20 are sent to the respective wing liaison officers. National Headquarters and the liaison officer will keep their copies on file for 3 years. National Headquarters will transfer first-time encampment participation to the national cadet database, which serves as the permanent record.

c. Suspense. HQ CAP/CPR will receive the CAPF 20 and CAPF 7 within 60 days of the close of the encampment.

d. Distribution. The encampment commander, for both wing and national encampments, will distribute completed encampment reports (both CAPFs 20 and CAPFs 7) as follows:

(1) Original and one copy of each form to wing liaison officer or host wing liaison officer.

(2) One copy to region headquarters.

(3) One copy to wing headquarters.

(4) One copy of the CAPF 20 only through the host wing liaison officer to the installation commander (for encampments at Air Force installations only)

(5) One courtesy copy to the wing liaison officer for cadets from other wings participating in the encampment.

e. Additional Copies. When subsequent CAPF 7 submissions are required, the wing liaison officer signs the bottom left of the CAPF 7 certifying that the listed cadets attended.

f. Financial Report. At the close of the encampment, the encampment finance officer will give the final financial statement and any surplus encampment funds to the encampment commander. The encampment commander will forward these items to wing headquarters. For joint encampments, the financial

statement and any surplus funds go to the host wing headquarters for processing. For the national encampments, the financial statement and any surplus funds will be forwarded to HQ CAP/CP. All financial statements will be submitted within 30 days of the close of the encampment.

g. Encampment Critiques. The best method is to require participants to complete an unsigned critique. An evaluation of the responses, submitted to the wing director of cadet programs (HQ CAP/CP for national encampments), would provide valuable information in planning future encampments.

Required Minimum Course Content		
Item/Topic		Hours
1.	THE UNITED STATES MILITARY (TOTAL FORCE)	
	Careers and Opportunities	3
	Organization	1
	Aerospace Education	2
	Role and Operation of Host Facility	1
2.	CIVIL AIR PATROL AND THE UNITED STATES AIR FORCE	
	Organization and Mission Relationships	1
3.	CIVIL AIR PATROL OPERATIONS	
	Emergency Services	1
	Drug Awareness Education--CAP Drug Demand Reduction Program	1
4.	CIVIL AIR PATROL CADET PROGRAM	
	Functions	1
	Cadet Opportunities and National Activities	2
5.	MORAL LEADERSHIP SEMINAR	3
6.	LEADERSHIP LABORATORY	
	Instructional Activities (Leadership Reaction Courses, Group Leadership Problems, Leadership Styles, "Project X," etc.)	10
	Flight Duty Positions (Execution and Feedback)	
	Formations (Pass-in-Reviews, Opening/Closing Formations, Inspections)	
7.	PHYSICAL ACTIVITY/CPFT	6
8.	ELECTIVES (To be determined at the discretion of the encampment commander. Special opportunities that the encampment area offers will be the primary consideration in determining the electives.)	8
	TOTAL	40

Figure 5-1. Required Minimum Course Content — All Encampments

Chapter 6 JROTC & BSA

6-1. CAP Policy for JROTC. The following policy reflects an expansion of the relationship between the CAP Cadet Program and Junior Reserve Officer Training Corps (JROTC) programs. The CAP Cadet Program and JROTC organizations of the armed services (Air Force JROTC, Army JROTC, Navy JROTC, and Marine Corps JROTC) are complementary and mutually supporting. The CAP encourages support of JROTC through dual membership of CAP cadets whenever possible.

a. JROTC cadets may be accelerated through the CAP Cadet Program when they meet the following requirements:

(1) Two full years of JROTC – The CAP cadet may be promoted at the rate of one achievement per month up to the Mitchell Award.

(2) Three full years of JROTC – The CAP cadet may be promoted at the rate of one achievement per month up to the Earhart Award.

(3) Four full years of JROTC – The CAP cadet may be promoted at the rate of one achievement per month up to the Eaker Award.

b. All CAP requirements for each achievement and each milestone award (Mitchell, Earhart, Eaker and Spaatz) will be met under the supervision of CAP personnel.

c. Squadron commanders, when submitting CAPFs 59-1, 59-2 or 59-3 for cadets credited with JROTC experience, will attach a copy of the certification to the form. JROTC aerospace (ASI), military (MSI) or naval science instructors (NSI) will certify 2, 3 or 4 years completion of JROTC. CAP program credit is not authorized for less than 2 years of JROTC.

d. CAP cadets may wear the following awards earned through their JROTC participation:

(1) CAP cadets are limited to wear any three JROTC ribbons on the CAP uniform (placements of JROTC ribbons are found in CAPM 39-1, *CAP Uniform Manual*). No other JROTC specialty badges or devices are authorized unless found in CAPM 39-1. JROTC aerospace (ASI), military (MSI), or naval science instructors (NSI) will certify the authority to wear the JROTC ribbons.

(2) Cadets enrolled in CAP and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder and the AFJROTC patch on the left shoulder (See CAPM 39-1). Other JROTC patches are not authorized.

6-2. CAP Policy for the Boy Scouts of America (BSA). CAP and the Venturing Division of the Boy Scouts of America have much in common. Both groups are youth oriented. Therefore, CAP encourages dual membership in

both CAP and Venturing, with CAP being the chartered partner. By being the chartered partner, CAP is the basis for the union and, therefore, members first belong to CAP. The existing CAP structure does not change and all members will conform to CAP standards and wear the CAP uniform.

a. The benefits for dual chartering are:

(1) The BSA organization includes approximately 4,000 professional staff and over 93,000 adult volunteers who would be available to provide assistance in the following areas:

(a) Identification of potential youth members with an interest in aviation or search and rescue through a school career interest survey (where available).

(b) Additional “working with youth” adult leader training opportunities.

(2) Eligibility to participate in all Venturing activities upon becoming a Venturing crew, such as:

(a) Scholarships and Awards

(b) Local and National Explorer Olympics

(c) Air Rifle Competitions

(d) National Leadership Congress

(e) National Exploring Conference

(f) Regional and National Fly-ins

(g) Emergency Preparedness Program

(h) Save Our American Resources (Conservation Program)

(i) Use of Local BSA Councils, Camps and Facilities

b. The squadron commander should meet with representatives of the local BSA Council to discuss dual chartering. If the decision is made to dual charter, then the BSA representative will complete and submit the required BSA chartering documentation. After a squadron receives its charter, the next command echelon should be notified of the new status.

c. Dual chartered members are authorized to wear the Venturing Patch in place of the organizational emblem on the BDU uniform (see CAPM 39-1).

d. All CAP flying activities will be accomplished in accordance with CAPR 60-1 and all CAP search and rescue activities will be accomplished in accordance with CAPR 55-1.

e. A jointly chartered CAP Venturing Post will conduct all operations and activities under CAP regulations or clearly and unmistakably conduct itself under the auspices of the scouting program only. If the unit wishes to conduct any activity outside of, or restricted by, CAP regulations, the unit commander will obtain Scout liability insurance protection for CAP and the members of the unit from the Scouting Council or Scouting National Headquarters before proceeding.



Colonel, CAP
Executive Director

DAVID L. MILLER
Chief, Administration

JAMES C. BOBICK
Brigadier General, CAP
National Commander

Attachment
Phase I Certificate of Completion

PAUL J. ALBANO, SR.

SUMMARY OF CHANGES

Renumbered all cadet program publication series to 52; added tobacco products to the list of prohibited items for cadets; added policy about senior members smoking or drinking alcoholic beverages at cadet functions; added reference to CAPR 900-3 dealing with firearms exceptions; added age separation guidelines for personal events (like showers and sleeping); added that the cadet will notify the unit of any conflicting school activities; clarified the policy of cadets taking ECI courses; changed the achievement structure to better facilitate retention; added requirements to the Eaker Award; added reference to the Cadet Sponsor Membership; removed references to the MML; added references on how to obtain the national unit database electronically; added minimum age requirement for COS as 16 years old by the start of the COS; renamed the phases of the cadet program; added a Phase I *Certificate of Completion*; added the Armstrong Achievement in Phase II and detailed the requirements; added AE test requirements to Phase III and Phase IV; allowed for the AE tests to be taken in any order during Phase I and Phase II; added that once AE tests are passed, they will be corrected to 100%; created an AE “mentor” responsibility in Phase III; created an AE “instructor” requirement in Phase IV; added the CAPF 50 and established its mandatory use before the completion of each phase; allowed the squadron commander to make reasonable number of copies of the leadership and AE tests as long as the test control procedures are followed; changed the cadet grades to reflect current USAF guidelines: C/Sgt renamed as C/SrA, C/SMSgt and C/CMSgt added, and C/FO grade eliminated (Mitchell will now represent entry into the officer ranks as a C/2d Lt); moved the earning of the grade C/Lt Col to the receipt of the Eaker Award; removed discretionary grades; added that the deputy commander for cadets in a composite squadron may sign for the unit commander on the CAPFs 59; added that the squadron commander may grant oral testing; clarified that squadrons will provide for testing opportunities at least every 30 days; added that a cadet has 30 days to appeal a demotion; added that the next higher echelon commander has 30 days to respond to a demoted cadet’s appeal; added that senior member escorts to IACE will need to have the cadet programs badge, senior rating, to participate; added that cadets will have earned the Curry achievement before attending an encampment; added appeal procedures to the encampment chapter; changed the encampment commander authorization of late arrivals to match the 80% attendance rule; modified the encampment chapter to reflect the Air Force regulation title changes; clarified that orientation flights will not be used towards any flight rating (solo, pilot, *etc.*); added references to CAPR 39-3 for details concerning awards cadets and units may earn; removed references to visiting clergy; added that the regions and wings may supplement the CAC and encampment chapters without the need for approval from NHQ; clarified the composition of the CAC; added that CAC meetings may be held electronically; changed the wear of the CAC ribbons to after satisfactorily completing the term of office; added DDR information; added RCLS information; allowed for civilian clothes to be worn during Achievement 1; changed all references from ETTC to CPR; clarified that the squadron commander, or his/her designee, will grade the SDAs; clarified that SDA satisfactory performance is required; allowed for the CAPF59’s to be locally reproduced; added the USAF directive that the wing liaison officer will contact the wing before contacting the Spaatz examinee; clarified that cadet records will be given to him/her upon request; incorporated the national level CAC; allowed for cadets to hold positions without regard to grade; authorizes JROTC cadets to wear, at most, any three JROTC ribbons on the CAP uniform; added that JROTC instructors will certify the authority to wear the JROTC ribbons; changed all references of Explorer scouting to Venturing scouting; referenced specific regulations at the appropriate chapters. Most other changes are for the sake of brevity and readability.

| NOTE: Bars in margins identify updated information.

CIVIL AIR PATROL CADET PROGRAMS

Awards this diploma to

For successfully completing

PHASE I OF THE CADET PROGRAM



UNIT

UNIT COMMANDER, CIVIL AIR PATROL

Date